

# Eldercare

## Job & Person Specification

### Clinical Leader

Code	OSJD88
Classification	Eldercare Nursing Employees Enterprise Agreement
Reports to	Clinical Care Manager
Approved by (name)	General Manager Operational Services
Approved by (Signature)	
Date of Approval	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Missions, Values and Vision of Eldercare.

Acknowledged by Employee	<u>[acceptance_status]</u>
Name of Employee	<u>[candidate_name]</u>
Date of Acknowledgement	<u>[acceptance_date]</u>

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# Eldercare

## Our Purpose

*Delivering peace of mind with our care*

## Our Values

### Respect

#### **Value in Action - We protect the dignity, rights and values of individuals**

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

### Accountability

#### **Value in Action - We are all responsible for working safely and with integrity**

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

### Connection

#### **Value in Action - We develop vibrant and supportive relationships based on warmth and generosity**

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

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## Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

## Job Specification

### Summary of the Broad Purpose of the Position in Relation to Organisation Goals

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Working closely with staff, residents and families, this role leads and ensures the delivery of effective care services based on individualized, quality, person-centred care and support.

This includes the overall responsibility for the assessment, planning, delivery and monitoring of all care, including clinical and allied health interventions, to ensure the individual needs of residents within their allocated residents are met, that the quality of life for the individual is optimised, and compliance with ACFI and Accreditation requirements.

This role also provides clinical support, guidance and advice to management, mentorship to clinical staff and works closely with other areas within the organisation in the identification of better practice and quality initiatives across the facility.

### Reporting/Working Relationships

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- Directly responsible to the Clinical Care Manager
- Responsible for the leadership of Clinical, Care and Allied Health staff working within their allocated residents

### Special Conditions

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This position may occasionally be required to work outside standard business hours to ensure the operational needs of the business are met.

### Statement of Key Outcomes and Associated Activities

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#### 1. Service delivery

- Actively monitors and coordinates individualised assessments and care planning to optimise the health and well-being of residents. This includes clinical and non-clinical requirements, which are identified in consultation with residents, families and other health professionals.

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- Specifically this role will support the delivery of dementia care in alignment with the organisational Dementia Excellence approach and palliative care in accordance with Eldercare standards.
- In collaboration with the manager, maintains contact with families through scheduled annual conferences for each resident, or more frequently if required. Handles family concerns and recognises any important issues that families must be informed of.
- Oversees the medication management by ensuring all clinical staff are well trained and developed, correct reporting principals are upheld and all medications are administered and stored according to regulations and policy.
- Evaluates residents' responses to interventions and where necessary facilitates reviews and revises the care plan in collaboration with all stakeholders.
- Oversees clinical incident and other care related reporting, evaluates and ensures appropriate responses and that clinical improvement opportunities are implemented.
- Ensures clinical and care staff are working within their scope of practice and delegation framework.

## 2. Assessments and Resourcing

- Leads the care assessment process to ensure the individual care needs of residents are clearly identified, that funding claims support these needs and can be substantiated. This includes:
  - Carrying out a comprehensive and accurate nursing assessment of the resident;
  - Formulating a plan of care with the primary aim of providing optimal quality of life for the resident;
  - Coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards;
  - Liaising with other members of the care team to identify resident care needs and planning;
  - Reviewing outcomes of care ensuring that all staff on duty input data into PeoplePOINT to maintain up-to-date records for each resident;
  - Maintaining accurate and legally appropriate documentation of nursing services and resident care needs which meet the guidelines of the Accreditation standards;
  - Providing clinical support, supervision and training to all staff and ensuring documentation is completed within timeframes and departmental requirements including submissions of ACFI claims.
- Works closely and in partnership with Eldercare's ACFI team to ensure:
  - accuracy of ACFI submissions;
  - ACFI packs are accurate and complete;
  - submissions support care needs and interventions; and
  - submissions are completed within the appropriate timeframe.

## 3. Human resources

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- Has input into staff rostering to ensure adequacy of staffing, that competency/skills mix meets the needs of residents and training.
- Assist with the orientation and induction of new staff and facilitate their ongoing acquisition of knowledge.
- Assist staff to identify individual learning needs and facilitate opportunities for staff development.
- Provide on-the-job training and development opportunities for staff to improve job skills and effectiveness.

#### 4. Best practice

- Actively participates as part of the local leadership team in quality activities, assuring compliance with the Aged Care Standards and Outcomes.
- Consults with medical practitioners and other health professionals to ensure best outcomes for the resident.
- Provides written reports and other documentation on a regular basis or as required.
- Informs relevant managers of any exceptional events that occur.

#### 5. Other

- Ensures regulatory compliance in relation to Work Health and Safety, in accordance with safety policies and practices.
- Actively contributes to the continuous quality improvement of the organisation.
- Attends and participates in staff meetings as required.
- Maintains own professional development.
- Ensures compliance with policies and practices.

#### WHS Responsibilities

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All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.

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- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided.
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.**

## Person Specification

### Essential Minimum Requirements

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#### Personal Abilities/Aptitude/Skills

- A commitment to work within and promote the values of as reflected in our Shared Values, Mission and Vision.
- Demonstrated leadership and influencing skills.
- Appreciation and practical demonstrated ability to lead a multi-disciplinary team.
- Sound understanding of care assessment in the Aged Care Sector and use of the ACFI.
- Demonstrated effective interpersonal and communication skills (written and verbal).
- Sound understanding and experience in meeting Aged Care Standards and Outcomes.
- Demonstrated proficiency in the use of a wide range of IT applications.

#### Knowledge

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Knowledge of and commitment to:

- Work Health Safety Legislation
- Industrial relations legislation and awards
- EEO and Diversity legislation
- Continuous Improvement
- Aged Care Accreditation Standards
- Aged Care Legislation
- All other applicable legislation, policies and procedures, and appropriate equipment

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## Qualifications/Experience

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- Tertiary qualifications in Nursing and current registration with AHPRA as a Registered Nurse.
- Previous experience at a senior clinical care level (3+ years as minimum).

## Desirable Characteristics

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### Qualifications/Experience

- An ability to understand financial management principles and interpret financial reports.
- Experience working in Aged Care.
- Completion of Certificate IV -Workplace Training and Assessment.
- Completion of post graduate study relevant to Aged Care.

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